

WANG

The Wang Office Assistant



Now there's an office system that's designed to work for you ...the way you do!

How many different jobs are you asked to do each day?

How do you get them all done?

That's what we asked secretaries. And we found that what you do—in addition to typing and filing and keeping track of things—is manage an incredibly complex job...with obsolete tools.

Like the typewriter. It's fine for typing. But it doesn't handle changes very well—or very neatly. And, if you have to send the same letter to lots of different people...well, you've got a lot of work to do. Over and over again.

When it comes to filling in forms, it seems that the people who design forms haven't spent much time talking to the people who have to fill them in using typewriters!

Remember the last presentation you helped prepare? Wouldn't it be nice if there was a device that drew the charts and graphs for you just by giving it the numbers. And made it quick and easy to make the usual last minute changes and still print out a perfect report. On time?

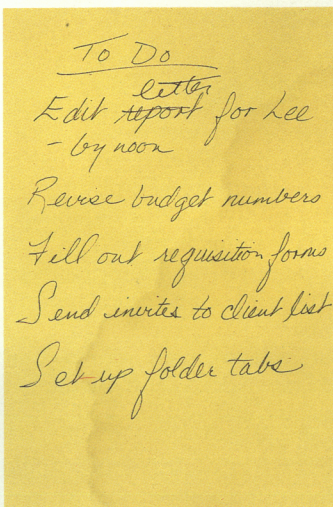
The problem, as we see it, is that you do manage to get these many tasks done, and you do them exceedingly well...

...but when you're in the middle of filling out a complicated form and the boss wants you to type an envelope—now!—and the telephone is ringing and you have a 10-page report to edit and retype and get in the mail by 5 o'clock...

...that's when you need something more...an assistant to help you get all those jobs done, on time.

The Office Assistant from Wang. It's the first computer designed for secretaries!

Your daily projects require many different skills and tools. And the ability to juggle many different jobs at once.



Repetitive Letters

If you need to prepare the same letter or memo or report to send to 10 or 20 or 100 people, you probably have to type 10 or 20 or 100 individual letters, memos or reports (plus, the same number of envelopes or labels!). But the typing time, the proofreading time, the editing time, the correcting time—the boring time!

After you've typed the letter the first time, you need an assistant to print it the other 9 or 19 or 99 times. An assistant that can merge lists of names and addresses with standard text and print out matching labels or envelopes. With each one looking as good as the first!

Word Processing

Up until a few years ago, “word processing” was called “typing.” Letters, memos, reports, notes, envelopes, labels. Typing also meant processing word *changes*. And retyping. And correcting with messy fluids and correction tape. And more retyping. It meant cutting and pasting when it was time to move paragraphs. Never putting on page numbers until the final draft. Losing footnotes when the reference was moved. And remembering the margins and tabs for every different typing job.

You need an assistant to automate the changing and remember the formats for your different documents.

Numbers, budgets, forecasts, sales figures

When you're asked to produce a complicated financial report—or “spreadsheet”—chances are you plan on setting aside a good portion of your day. And a good portion of the space on your desk. You'll need a calculator. Scissors. A ruler. Tape. And a great deal of patience.

You need an assistant to do all the calculations on that complicated financial report and help you change it, rearrange it, recalculate it *before* putting it on paper. And print it out quick and easy.



Forms

Forms are an important part of every business. Purchase orders, expense reports, inventories, bids, personnel data forms. Yet, filling in forms is tedious work. Because when you're done aligning lines, fitting characters in little boxes, and adjusting the spacing to fit the form for the *first time* you type it... you'll have to do it all over again the *next time* you type it whether that's later today, next week, or every month. And if there's one little typo, it means correcting mistakes on *every* copy. And, making changes on completed forms is almost impossible.

You need an assistant to help you with your forms, to remember the tabs and spacing of all your forms, to make it easy to make changes on any form, to print out the information on each form just right.

Short Typing Jobs

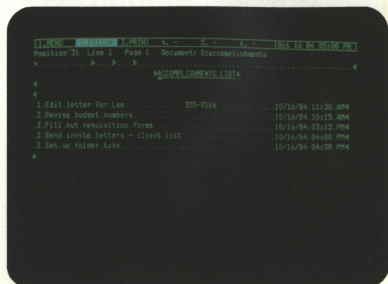
With "computers" and "word processors" around, why do so many secretaries still have typewriters on their desks? Good question. The answer is, because until now, there hasn't been a computer or word processor for about the same price as an electronic typewriter that could handle the short, quick typing jobs that typewriters do so well. Jobs like maintaining index cards, for example. Envelope or label addressing. Or writing short, *legible* notes.

You need an assistant around that's as handy with the short jobs as it is powerful with the big jobs.

And, since you're asked to do all these jobs, over and over again, all day, every day, what you really need is the Office Assistant from Wang—the assistant to help you with all these jobs, and handle them the way you do...

Survey package ?
Add-ons ?

In today's office, you have to be able to do more than one job at a time.



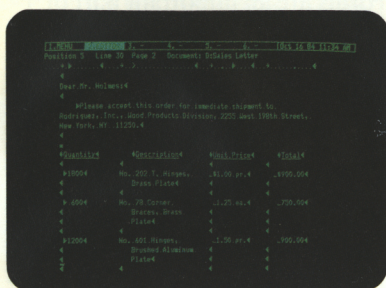
With most of today's office tools you can perform one task only after another is completed or put aside. The Wang Office Assistant has changed all that. Now you can manage your work in a way that makes sense for *you*!

When was the last time you completed a job without being interrupted? By an urgent request to change this or that in a letter or report...or to get something else out ahead of another job...priorities!!!

Since that's the way you work, we've designed the Wang Office Assistant to handle that.

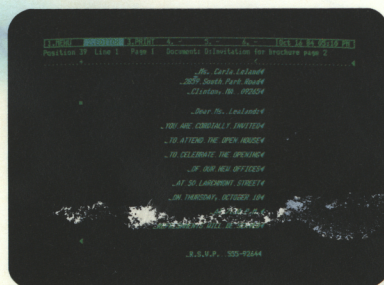
The Office Assistant lets you move easily and quickly from one activity to another. And you don't have to complete one job in order to start another.

Word Processing



Move columns around. Put in footnotes that stay with the reference text no matter where you move it. Page number in alternating headers or footers. Line up tables of numbers on decimal points—or on commas for your European branch. Align your text on the right instead of left. Center a whole page of text without counting a character. Type text in columns and edit away. Turn your "cc: list" that's too long for the letter into two columns that fit with ease. Let your Office Assistant automatically handle the work for you.

Repetitive Letters



Send an invitation to an "open house" to all your company's clients by typing ONE letter and merging it with names and addresses from a client list. Print monthly notices to overdue customers from your "forms" records base. Create a prospect list on a form, and send out business proposals by using that list. You type it once—your Office Assistant does the rest!

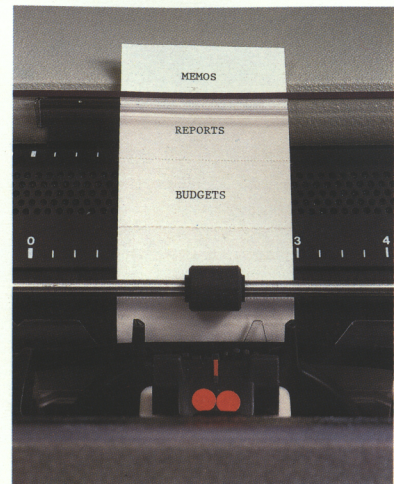


Forms

ITEM	QUANTITY	DESCRIPTION	UNIT PRICE	EA
10100	1	Blank Envelope	1.00	1.00
10101	1	Blank Envelope	1.00	1.00
10102	1	Blank Envelope	1.00	1.00
10103	1	Blank Envelope	1.00	1.00
10104	1	Blank Envelope	1.00	1.00
10105	1	Blank Envelope	1.00	1.00
10106	1	Blank Envelope	1.00	1.00
10107	1	Blank Envelope	1.00	1.00
10108	1	Blank Envelope	1.00	1.00
10109	1	Blank Envelope	1.00	1.00
10110	1	Blank Envelope	1.00	1.00

Set up a form, then let your assistant fill it in for you. Move over a half space and up a quarter space. Put the X in the little box. Type your forms...even the ones that were never designed for a typewriter. By letting your Office Assistant recall the format, the positioning, the details.

Short Typing Jobs



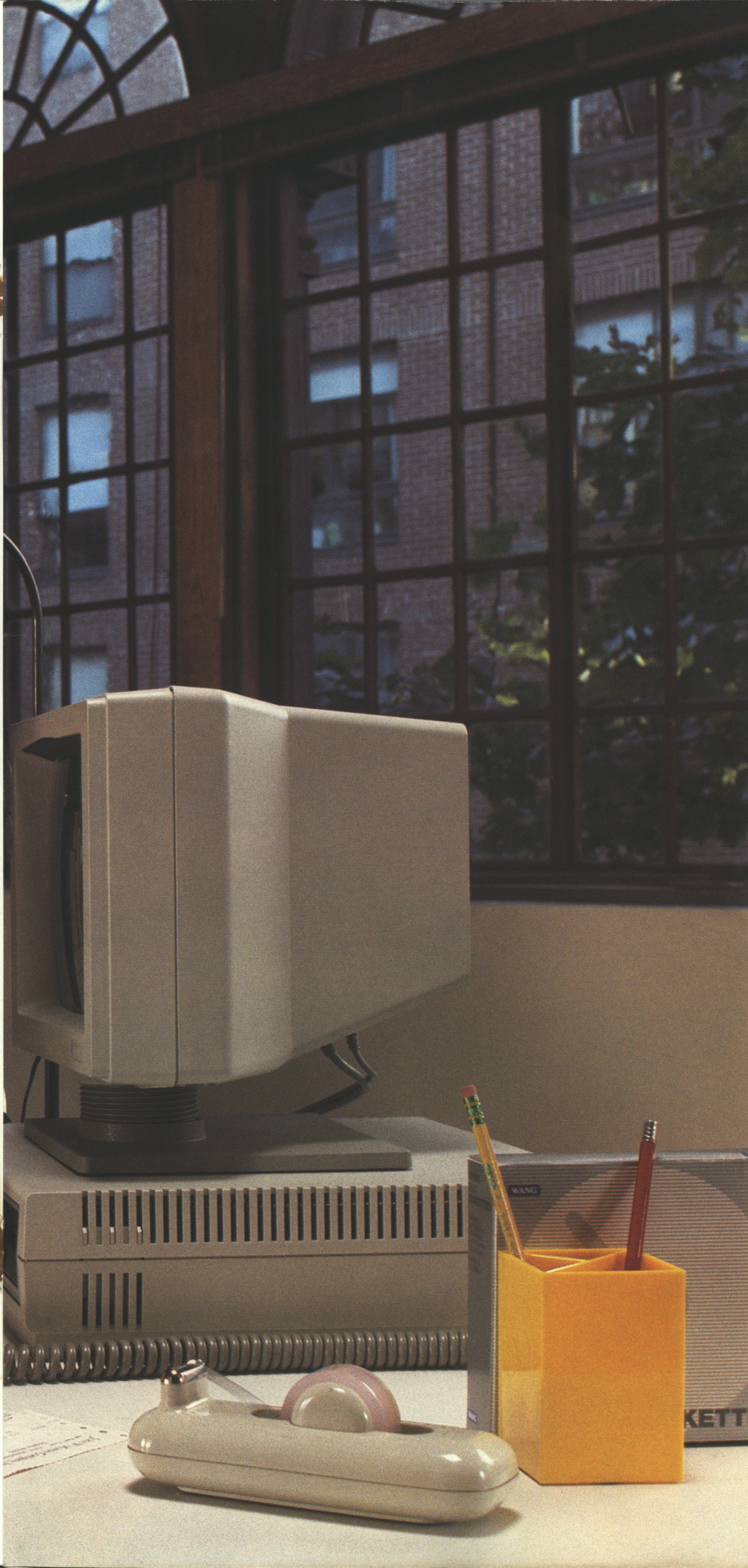
Use your Office Assistant as a self-correcting typewriter. Type up an envelope quickly. Backspace and correct an error—before it hits the paper. Your Office Assistant combines the quick response of the typewriter and the editing power of the word processor—in one system.

Numbers budgets, forecasts, sales figures

ITEM	Q1	Q2	Q3	Q4	TOTAL	REMARKS
1	100.00	100.00	100.00	100.00	400.00	
2	100.00	100.00	100.00	100.00	400.00	
3	100.00	100.00	100.00	100.00	400.00	
4	100.00	100.00	100.00	100.00	400.00	
5	100.00	100.00	100.00	100.00	400.00	
6	100.00	100.00	100.00	100.00	400.00	
7	100.00	100.00	100.00	100.00	400.00	
8	100.00	100.00	100.00	100.00	400.00	
9	100.00	100.00	100.00	100.00	400.00	
10	100.00	100.00	100.00	100.00	400.00	
11	100.00	100.00	100.00	100.00	400.00	
12	100.00	100.00	100.00	100.00	400.00	
13	100.00	100.00	100.00	100.00	400.00	
14	100.00	100.00	100.00	100.00	400.00	
15	100.00	100.00	100.00	100.00	400.00	
16	100.00	100.00	100.00	100.00	400.00	
17	100.00	100.00	100.00	100.00	400.00	
18	100.00	100.00	100.00	100.00	400.00	
19	100.00	100.00	100.00	100.00	400.00	
20	100.00	100.00	100.00	100.00	400.00	
21	100.00	100.00	100.00	100.00	400.00	
22	100.00	100.00	100.00	100.00	400.00	
23	100.00	100.00	100.00	100.00	400.00	
24	100.00	100.00	100.00	100.00	400.00	
25	100.00	100.00	100.00	100.00	400.00	
26	100.00	100.00	100.00	100.00	400.00	
27	100.00	100.00	100.00	100.00	400.00	
28	100.00	100.00	100.00	100.00	400.00	
29	100.00	100.00	100.00	100.00	400.00	
30	100.00	100.00	100.00	100.00	400.00	
31	100.00	100.00	100.00	100.00	400.00	
32	100.00	100.00	100.00	100.00	400.00	
33	100.00	100.00	100.00	100.00	400.00	
34	100.00	100.00	100.00	100.00	400.00	
35	100.00	100.00	100.00	100.00	400.00	
36	100.00	100.00	100.00	100.00	400.00	
37	100.00	100.00	100.00	100.00	400.00	
38	100.00	100.00	100.00	100.00	400.00	
39	100.00	100.00	100.00	100.00	400.00	
40	100.00	100.00	100.00	100.00	400.00	
41	100.00	100.00	100.00	100.00	400.00	
42	100.00	100.00	100.00	100.00	400.00	
43	100.00	100.00	100.00	100.00	400.00	
44	100.00	100.00	100.00	100.00	400.00	
45	100.00	100.00	100.00	100.00	400.00	
46	100.00	100.00	100.00	100.00	400.00	
47	100.00	100.00	100.00	100.00	400.00	
48	100.00	100.00	100.00	100.00	400.00	
49	100.00	100.00	100.00	100.00	400.00	
50	100.00	100.00	100.00	100.00	400.00	
51	100.00	100.00	100.00	100.00	400.00	
52	100.00	100.00	100.00	100.00	400.00	
53	100.00	100.00	100.00	100.00	400.00	
54	100.00	100.00	100.00	100.00	400.00	
55	100.00	100.00	100.00	100.00	400.00	
56	100.00	100.00	100.00	100.00	400.00	
57	100.00	100.00	100.00	100.00	400.00	
58	100.00	100.00	100.00	100.00	400.00	
59	100.00	100.00	100.00	100.00	400.00	
60	100.00	100.00	100.00	100.00	400.00	
61	100.00	100.00	100.00	100.00	400.00	
62	100.00	100.00	100.00	100.00	400.00	
63	100.00	100.00	100.00	100.00	400.00	
64	100.00	100.00	100.00	100.00	400.00	
65	100.00	100.00	100.00	100.00	400.00	
66	100.00	100.00	100.00	100.00	400.00	
67	100.00	100.00	100.00	100.00	400.00	
68	100.00	100.00	100.00	100.00	400.00	
69	100.00	100.00	100.00	100.00	400.00	
70	100.00	100.00	100.00	100.00	400.00	
71	100.00	100.00	100.00	100.00	400.00	
72	100.00	100.00	100.00	100.00	400.00	
73	100.00	100.00	100.00	100.00	400.00	
74	100.00	100.00	100.00	100.00	400.00	
75	100.00	100.00	100.00	100.00	400.00	
76	100.00	100.00	100.00	100.00	400.00	
77	100.00	100.00	100.00	100.00	400.00	
78	100.00	100.00	100.00	100.00	400.00	
79	100.00	100.00	100.00	100.00	400.00	
80	100.00	100.00	100.00	100.00	400.00	
81	100.00	100.00	100.00	100.00	400.00	
82	100.00	100.00	100.00	100.00	400.00	
83	100.00	100.00	100.00	100.00	400.00	
84	100.00	100.00	100.00	100.00	400.00	
85	100.00	100.00	100.00	100.00	400.00	
86	100.00	100.00	100.00	100.00	400.00	
87	100.00	100.00	100.00	100.00	400.00	
88	100.00	100.00	100.00	100.00	400.00	
89	100.00	100.00	100.00	100.00	400.00	
90	100.00	100.00	100.00	100.00	400.00	
91	100.00	100.00	100.00	100.00	400.00	
92	100.00	100.00	100.00	100.00	400.00	
93	100.00	100.00	100.00	100.00	400.00	
94	100.00	100.00	100.00	100.00	400.00	
95	100.00	100.00	100.00	100.00	400.00	
96	100.00	100.00	100.00	100.00	400.00	
97	100.00	100.00	100.00	100.00	400.00	
98	100.00	100.00	100.00	100.00	400.00	
99	100.00	100.00	100.00	100.00	400.00	
100	100.00	100.00	100.00	100.00	400.00	

What if...your boss would like to see what a 2% then a 5% increase in the sales budget for next month would do to yearly profits. The president wants to see a forecast for the next 12, 18 and 24 months based on the numbers for the next 6. You have to run margin analysis on two new products for your boss...With Multiplan,™ your Office Assistant will "crunch" the numbers if you'll type them in. And then re-crunch them as you change the parameters.





The heart of the Office Assistant: Wang Word Processing

Wang was the first to make word processing easy to use. That's why Wang Word Processing is acknowledged as the best.

Wang Word Processing lets you produce perfect letters, reports, memos, scripts...no matter what it is you have to type. Or retype. And, because it's Wang Word Processing, you don't need a lot of experience to be able to work quickly and accurately.

You simply type your copy on the keyboard (it's just like a typewriter's) and the words appear on the screen. You make any changes or corrections to your copy. On the screen. Then, when you're satisfied, you press a few keys and your copy is printed out for you—perfectly—on a printer or compatible typewriter. That's all there is to it!

Your documents also can be stored—conveniently and compactly—on diskettes where you can easily refer to them, edit them, change them, print additional copies of them, or copy from them at any time in the future. With just a few simple keystrokes.

You can even get help with your typing. Since it's *Wang* word processing, even if you have to call in a temporary to help out with some typing—almost all temporary services have *trained* Wang word processing operators who can use your Office Assistant to help *them* help *you* to get the job done!

The Wang Word Processing included with the Office Assistant is the most powerful and versatile word processing available in any system in its price range. By far.

It's made even better because you can do so many other things, too.

1.MENU 2.EDITOR 3.PRINT 4. - 5. - 6. - Oct 16 84 08:53 AM

Position 5 Line 1 Page 1 Document: D:Sales Letter

August 28, 1984

Mr. George Holmes
Manager

Baxter and Halloway, Inc.
458 LaSalle Street
New York, NY 98645

Dear Mr. Holmes:

Please accept this order for immediate shipment to
Rodriguez, Inc., Wood Products Division, 2255 West 189th Street,
New York, NY 11250.

Description	Quantity	Unit Price	Total
No. 202 T. Hinges, Brass Plate	1800	\$1.00 pr.	\$900.00

Wang Word Processing is as easy as typing. But it's faster, more accurate, more versatile, and produces more professional results.

Typing the words you want to "process"

You type your text just as you would on a typewriter. The keys are all in the same places—and even have a solid "touch" that'll make you a virtuoso on the keyboard. Right from the start.

As you type, the text is displayed on the Office Assistant's screen.

August 28, 1984

Mr. George Holmes
Manager
Baxter and Halloway, Inc.
458 LaSalle Street
New York, NY 98645

Dear Mr. Holmes:

Please accept this order for immediate shipment to
Rodriguez, Inc., Wood Products Division, 2255 West 189th Street,
New York, NY 11250.

Description	Quantity	Unit Price	Total
No. 202 T. Hinges, Brass Plate	1800	\$1.00 pr.	\$900.00
No. 78 Corner Braces, Brass Plate	600	1.25 ea.	750.00

An unexpected flurry of orders has depleted our stock. Therefore, any assistance that you can give in expediting our order and delivery will be greatly appreciated.

Sincerely,

Paul Thomas
Purchasing Agent
PT:ls

Add—
1200 No. 601 hinges,
Brushed Aluminium Plate.
1000 No. 51 braces,
Brushed Aluminium Plate.

Address is
incorrect—
should read 198

Move column to left side.

Total
this
column

Make sure
all lines up
margin

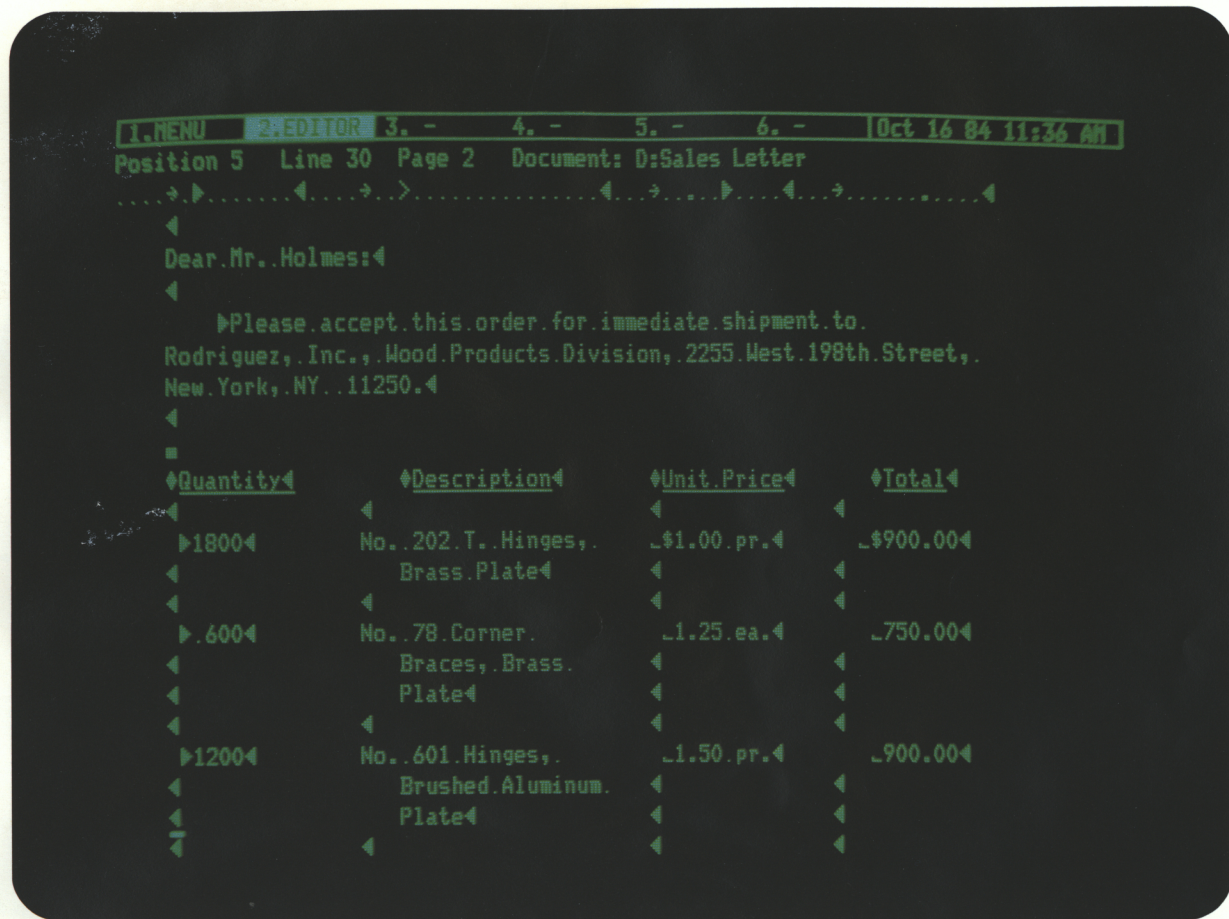
Charge the
order to account
472-5820-7

Processing the words you've typed

Once you've typed your text, you can print it out on paper, just as it appears on the screen. And go on to the next project.

If someone decides to change something, you can do any editing that needs to be done right on the screen (before or after you've printed a copy).

All the typing you did for the first draft can be used for the final draft. You only make the changes—inserting or deleting, moving, copying—on the screen. No more letter retype to correct only one word.



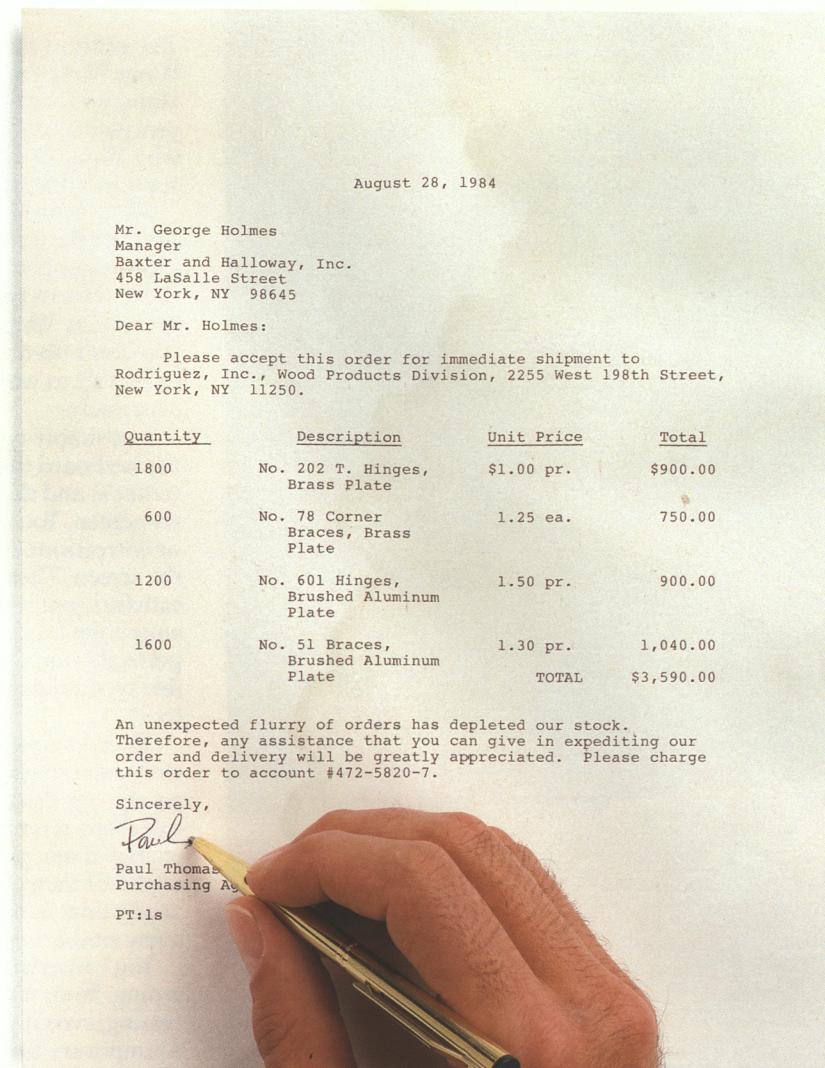
Perfecting your words

The beauty of word processing is that you do all of your editing electronically, on the screen. In fact, the Office Assistant lets you view your document before it's typed. So you can make sure that it will look as good as it sounds.

When the words are right, they'll be printed right. Automatically.

Your text is printed for you automatically when you're ready to print it. Now. Or at 4 o'clock. Or tomorrow. Or while you're finishing up something else on your TO DO LIST.

The document you just finished can be stored, then printed along with several other documents all at once. Or, you can print it immediately, in draft form, for a quick look at it on paper.



You can print your documents on many different sizes of paper (depending on your printer, of course) and, of course, on the paper stock and style you choose. Individual sheets of company letterhead. Memo paper. Continuous computer paper. Postcards. Index cards. Envelopes. Note paper. Special forms.



More than a typewriter...and a typewriter, too!

The Wang Office Assistant is much more than a typewriter...but we realize that there are jobs and occasions when you simply want the flexibility and capabilities a typewriter offers.

So...when you need to quickly type an address on an envelope or label, or type information onto an index card or note paper...you can!

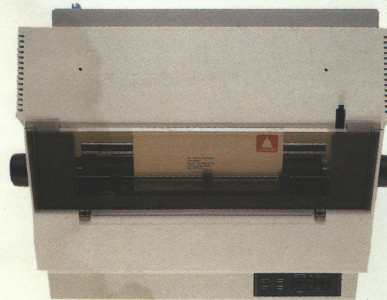
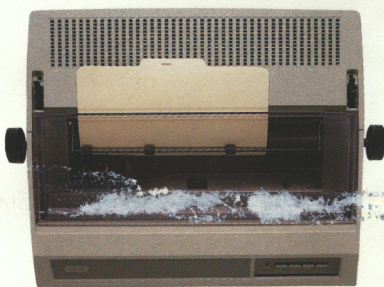
The Wang Office Assistant—in its unique “Typewriter Mode”—makes fast work of short jobs. You simply insert the item you want to type on in your printer, then type the words on the keyboard. You have full line by line editing capability (so if you make a mistake, you can correct it on the screen before it's printed).

And, when you're done, you can go directly to another function—word processing, forms, spreadsheets, filing—with just a few keystrokes. (What electronic typewriter gives you that flexibility?)



You choose the printer that's right for your office.

Wang offers a choice of two letter-quality daisy-wheel printers that produce high level print quality. One prints at 20 characters-per-second, the other at 55 characters-per-second. Other printing capabilities are optionally available.







With the Wang Office Assistant, you can fill in a form, any form...quickly...neatly...accurately...precisely.

And the Office Assistant remembers the form—the spacing, the aligning, the positioning. And you won't believe how easy it is to do until you've tried it!

Any form you can do on a typewriter, you can do on the Office Assistant. Faster and more accurately.

The Office Assistant can help you handle all the forms you use routinely in your office—purchase orders, expense reports, delivery tickets, personnel data forms, bids, etc.

With the Office Assistant, you actually create and store a copy of the form (called a form template) and not just the form's format. So it's much easier to fill in the correct information in each blank.

When you need to fill in a form—or change an existing one—you simply type in the information on the keyboard and proofread it on the screen. No retyping for corrections or changes—just make the change on the screen.

And when you're ready to print that form, the Office Assistant prints it out for you—automatically and error-free—whenever you like.

With the printer, you space over the “blanks” on the form—the ones you’ll want to fill in. It’s easy because the printer can move both horizontally and vertically in fractions of a typewriter space. At the same time you’re doing this, the Office Assistant is automatically drawing the same lines on the screen. This is called a template. Press one button and you’ve stored that form’s template—to be used over and over again, any time you have to fill in that form.

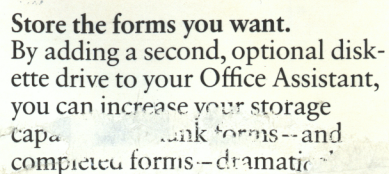
You can display any form, either blank or filled-in on the Office Assistant's screen. Simply refer to the index of form names you create. So if your boss asks you for specific information from a completed form, you have it at your fingertips.

You can even use the information from a completed form—or selected information from selected forms—in letters, reports and other documents.

And, because you can store many different blank forms, as well as many completed forms, on a single diskette, your files are never more than a few keystrokes away.

You can print single or multiple part forms, in a variety of shapes and sizes. Because we designed in the fractional spacing and the special forms alignment guide, your printer can line up precisely with the most demanding of forms. So you can always be assured that the "X's" are inside the little boxes, and the words are on the lines they're supposed to be on, and that there are no strikeouts or messy corrections.

A collage of various forms and documents. At the top left is a 'Tuition Program Application For Reimbursement' from WANG LABORATORIES, INC. Below it is a 'Mailstop/Telephone Changes Form' with fields for last name, first name, middle initial, department, and location. To the right is a 'MISCELLANEOUS SHIPPING ORDER' with fields for date, requester, authorized by, and ship to. Below the shipping order is a 'Qcoral INSURANCE BINDER' for a temporary insurance contract. To the right of the binder is a 'CAFETERIA FOOD SERVICES' receipt for a mail insured package. Below the binder is a 'FEDERAL EXPRESS' shipping label for a package to the Department of Revenue in Massachusetts. To the right of the binder is a 'Qcoral' accident notice form. At the bottom left is a 'MASSACHUSETTS DEPARTMENT OF REVENUE PARTNERSHIP RETURN OF INCOME' form. At the bottom right is a 'U.S. MAIL INSURED' form for a mail insured package. The forms are overlapping and some are partially cut off.

[illegible][illegible]

It's much, *much* more than a typewriter...forms printer...word processor...file keeper...task juggler.

When *you* want it to, the Office Assistant also can perform like a secretarial computer.

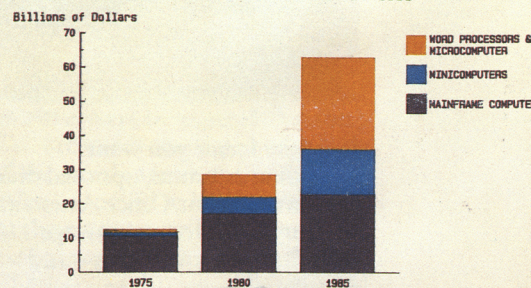
The Wang Office Assistant does a lot more than type. You can also use it for a variety of business applications to help you go about your business better.

For planning, budgeting, forecasting and analyzing information, you can choose *Multiplan*, a sophisticated and easy-to-use electronic spreadsheet program. It lets you move numbers around quickly, automatically updating and refiguring computations as data is entered. When you're done entering the data, *your* job is done! At the touch of a few keys, your printer prints out a perfect copy. Automatically. Using the Office Assistant's own print menu. After all, you have to get things done efficiently.

GCI Graphwriter lets you produce high quality presentation graphics— You can produce up to 23 different types of graphs— without knowing how to draw! It can be output to paper or to transparencies for that special presentation. *You* control size, style, format and layout from the keyboard. Then it can be output for you on various devices.

The Office Assistant also stores the graph or chart on diskette so you can change it later, or update it to use again next month, or next year.

SMALL COMPUTER SYSTEMS EXPECTED TO REPRESENT THE LARGEST SEGMENT OF THE COMPUTER MARKET BY 1985



First Quarter 1983 Sales

	Jan	Feb	Mar	% Region	% Total
Eastern Region					
Product A	1100	2510	2541	55%	10%
Product B	550	5770	800	3%	9%
Product C	180	125	140	2%	1%
Product X	1500	1940	1542	14%	6%
Product Y	1550	1757	1649	24%	7%
Product Z	925	994	999	13%	4%
TOTAL					
Central Region					
Product A					
Product B					
Product C					
Product X					
Product Y					
Product Z					
TOTAL					
Western Region					
Product A					
Product B					
Product C					
Product X					
Product Y					
Product Z					
TOTAL					
GRAND TOTAL					

FIRST QUARTER 1983 SALES

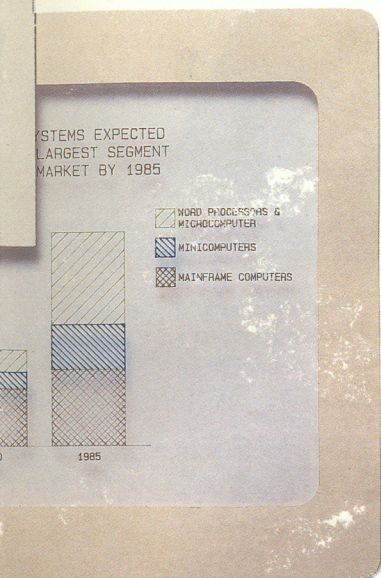
	JANUARY	FEBRUARY	MARCH	% REGION	% TOTAL
EASTERN REGION					
Product A	\$2,100.00	\$2,310.00	\$2,541.00	55%	10%
Product B	\$550.00	\$5,770.00	\$800.00	3%	9%
Product C	\$180.00	\$125.00	\$140.00	2%	1%
Product X	\$1,500.00	\$1,940.00	\$1,542.00	14%	6%
Product Y	\$1,550.00	\$1,757.00	\$1,649.00	24%	7%
Product Z	\$925.00	\$994.25	\$999.00	13%	4%
QUARTER TOTAL	\$6,825.00	\$7,004.25	\$7,260.00		
QUARTER TOTAL	\$21,090.00				
CENTRAL REGION					
Product A	\$1,900.00	\$1,967.00	\$2,010.71	29%	9%
Product B	\$750.00	\$937.50	\$1,171.88	14%	4%
Product C	\$80.00	\$120.00	\$100.00	2%	1%
Product X	\$1,100.00	\$1,100.00	\$1,100.00	16%	5%
Product Y	\$1,700.00	\$1,700.00	\$1,700.00	25%	8%
Product Z	\$850.00	\$850.00	\$850.00	13%	4%
QUARTER TOTAL	\$6,380.00	\$6,721.50	\$7,121.35		
QUARTER TOTAL	\$30,232.99				
WESTERN REGION					
Product A	\$2,010.00	\$2,291.00	\$2,410.00	26%	10%
Product B	\$800.00	\$800.00	\$800.00	8%	2%
Product C	\$120.00	\$120.00	\$120.00	1%	1%
Product X	\$1,400.00	\$1,400.00	\$1,400.00	19%	7%
Product Y	\$1,600.00	\$1,600.00	\$1,600.00	24%	8%
Product Z	\$900.00	\$900.00	\$900.00	12%	4%
QUARTER TOTAL	\$6,830.00	\$6,491.00	\$7,121.00		
QUARTER TOTAL	\$37,143.99				
GRAND TOTALS	\$67,476.44				

Because you often need an automated way to send documents and letters, and exchange messages, and gather information, the Office Assistant offers a variety of data communications options.

These options enable your new Office Assistant to "talk" in a friendly way with other systems, including other Office Assistants. Contact your representative for details.

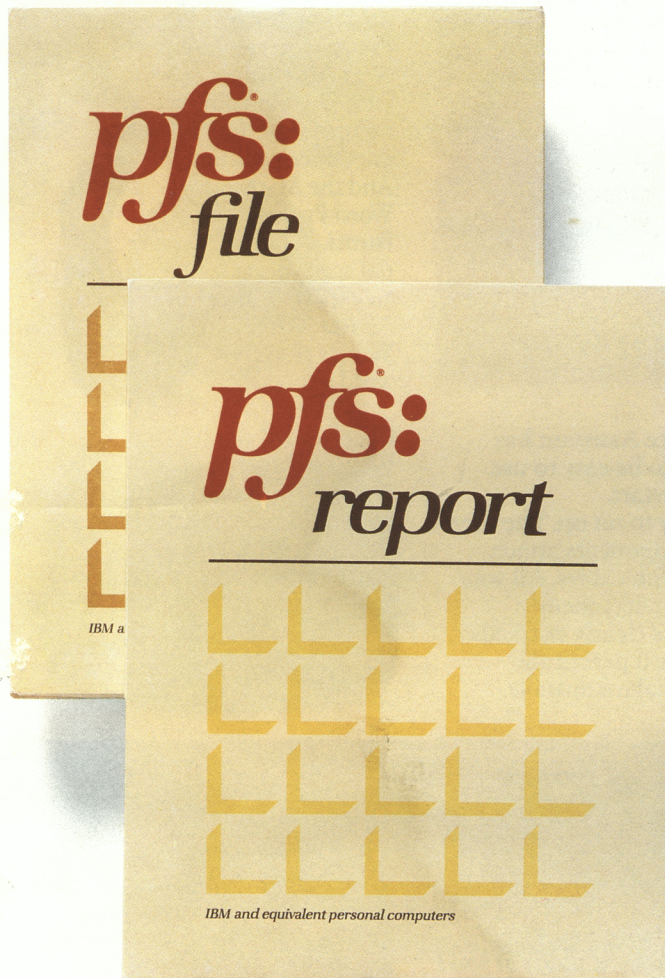
Because it does so much, the Office Assistant even provides a way for you to keep track of your projects!

The Office Assistant's *To Do/Accomplishments* program helps you prioritize your projects, and organize them. Best of all, it provides a handy—and immediate—way of keeping on top of everything at once.

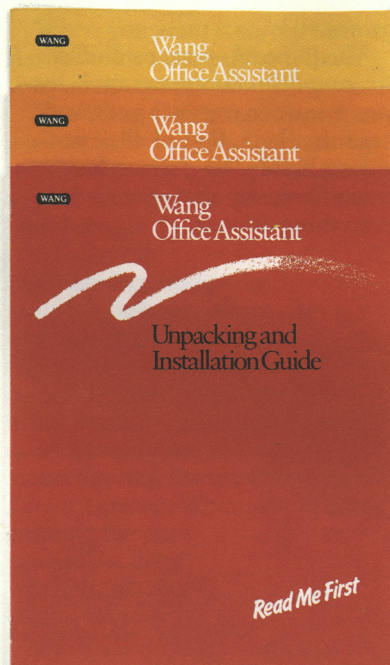


Managing information and files and organizing them into reports is easy with *PFS:File* and *PFS:Report*. These programs let you store, retrieve and sort information electronically, at the keyboard.

Personnel records. Customer files. Inventory reports. Whatever information you put into a file drawer now, can be put onto a diskette today. So you can find it quickly, change it easily and most importantly, use it effectively.

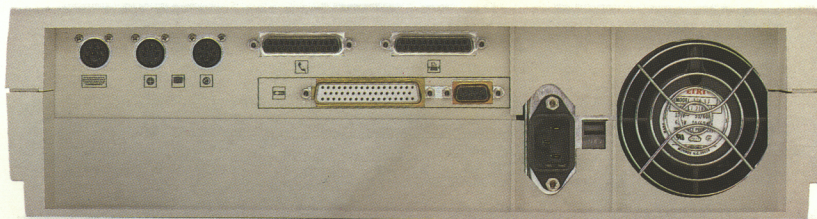


You can set up your Office Assistant in minutes.



The Wang Office Assistant has been designed to be easy to use. Right from the start.

First, it's easy to set up. The three lightweight components attach to each other with cables. All you have to do is connect them! Connections are clearly marked— and we've made it practically impossible to make a mistake.

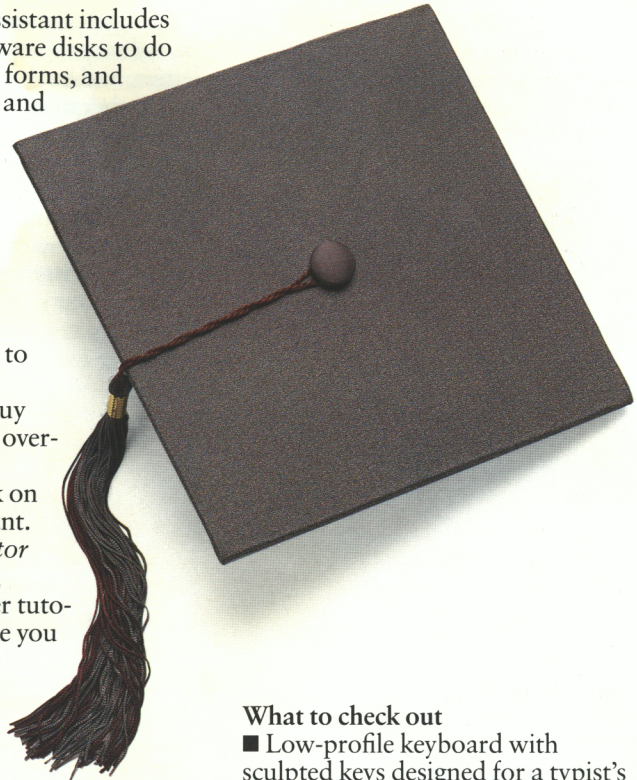


Each Office Assistant includes color-coded software disks to do word processing, forms, and typewriter. Clear and easy to follow manuals. Even a complete training guide.

If you prefer interactive training (where the screen tells you exactly what to do as you learn things) you can buy ASI's *Microtutor* overview to train you right at your desk on the Office Assistant. And the *Microtutor* Word Processing, Forms, Typewriter tutorial can help make you an expert "Office Assistant" on Wang's proven word processing.

Checks itself out

When you turn it on, the Office Assistant automatically performs a complete self-diagnosis to be sure everything is in working order. If there ever is a problem, you'll be alerted to it—and be able to do something sensible about it!



What to check out

■ Low-profile keyboard with sculpted keys designed for a typist's touch. Standard typewriter key arrangement, plus numeric key pad for entering numbers, and clearly labeled "function" keys for word processing and computing operations. Coiled cable allows user to locate keyboard conveniently in the work area.

■ Monitor tilts and swivels to any viewing angle. Non-glare screen. Adjustable brightness control. Optional monitor arm elevates monitor up to 14 inches and can swing in 180° arc.

■ Compact base unit contains electronics and diskette drive for 5 1/4 inch diskettes. Fits conveniently on any desk.

Printer Options

Wang single and dual sheet feeders and forms tractors are also available for these printers.

Other printers and electronic typewriters may be used with the Office Assistant through its RS232 Serial Interface. Ask your representative for details.

The Wang Printer Sharing Device lets you connect up to four Office Assistants to a single printer.

"Get Started" Kits

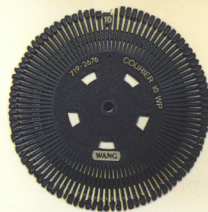
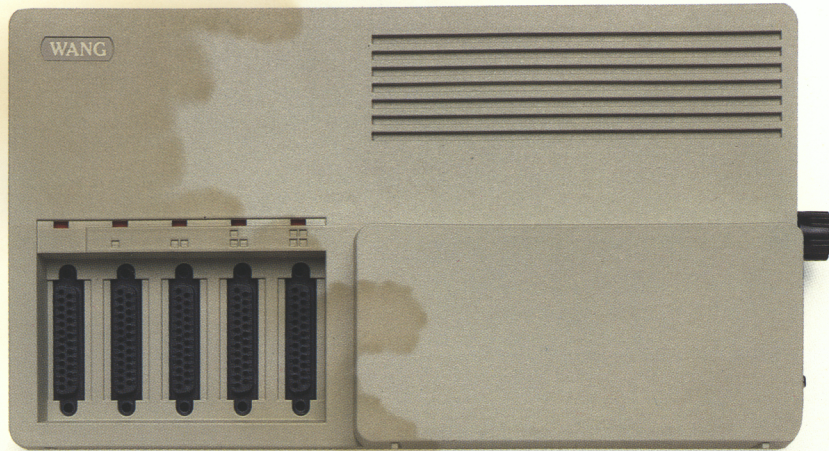
Office Assistant Starter Kit:

Contains 10 diskettes, library case, dustcovers for monitor and keyboard, Wang ruler, Wang printer.

Office Assistant/Printer Starter Kit:*
Contains 10 diskettes, library case, dustcovers for monitor, keyboard and printer, Wang ruler, printer ribbons, 3 daisy-wheels.

The Wang Office Assistant comes complete with assembly and instructions and documentation.

*Wang 20 cps printer



Warranty and Service

A limited 90-day warranty on hardware. On-site, carry-in and mail-in service is available. Ask your representative for details.

How to check it out for yourself
For more information or to arrange for a demonstration, contact your nearest authorized Wang representative or dealer.

Essentially - does not list advantages over other systems -

WANG

Wang Laboratories, Inc.
One Industrial Avenue
Lowell, MA 01851
Tel: (617) 459-5000
TWX 710-343-6769
Telex 94-7421

Copyright © 1984 Wang Laboratories, Inc.

Printed in U.S.A. 711-0087 10-84-35M